



## **Commonwealth of Virginia Polygraph Examiners License Examination**

### **INTRODUCTION**

The Virginia Polygraph Examiners Advisory Board (The Board) within the Virginia Department of Professional and Occupational Regulation (DPOR) licenses and regulates polygraph examiners in Virginia.

The Board requires that a Polygraph Examiner License Application be completed as part of the process to obtain your Virginia Polygraph Examiner license. You may download a copy of this license application, review the Board's Rules and Regulations, and access other helpful Board-related information at: [www.state.va.us/dpor/pol\\_main.htm](http://www.state.va.us/dpor/pol_main.htm).

Please contact the Board office if you have questions or need additional information at:

Virginia Polygraph Examiners  
Advisory Board  
3600 West Broad Street, 4th Floor  
Richmond, VA 23230-4917  
804.367.2566 or 804.367.6166  
Fax: 804.367.2474

### **EXAMINATION PROCESS**

#### **Steps to Testing**

1. Download Application Form from DPOR web site at: [www.state.va.us/dpor/pol\\_main.htm](http://www.state.va.us/dpor/pol_main.htm) or contact the Board at 804-367-2566.
2. Complete Application Form with other requirements and forward to the Board office at least 30 days prior to the examination.
3. If approved for the exam, you will receive an Approval Letter from the Board.
4. Schedule/Admission Letter will be mailed to the candidate approximately five (5) days following the examination fee deadline.

#### **Special Accommodations**

If you have a disability under the Americans With Disabilities Act (ADA) and may require some accommodation in taking this examination, please follow the procedures as outlined in your approval letter. ADA Accommodation Request Forms must be returned to the Office of Education and Examinations with supporting documentation explained in the ADA Accommodation Request Form. Request for accommodations must be received not later than 30 days prior to the examination date.

You will be notified by DPOR of the accommodations granted. In making your request, please allow sufficient time for your paperwork to be evaluated and a determination to be made.

Please note: A language barrier is not considered a disability.

### **Examination Schedule**

The following table lists the examination dates and examination fee deadlines for 2007.

Exam Date	Deadline Date
January 11, 2007	December 11, 2006
April 5, 2007	March 5, 2007
July 10, 2007	June 11, 2007
October 4, 2007	September 4, 2007

Deadline dates are based on receipt of completed application and fee and not by postmark date. Examination fees are due the same time along with application and fee.

### **Test Site and Reporting Time**

Examinations are administered at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, VA. Exact test reporting time will be provided in your admission documentation. A map to the site with a memo on parking will also be provided. It is also suggested that you visit a web site for driving directions from where you are in relation to the test site.

### **Refund and Rescheduling Policy**

Candidates will have until the exam fee deadline to request to cancel an examination without forfeiting the examination fee. The request must be in writing and forwarded to the Office of Education and Examinations. Requests after the deadline will only be approved if there is an extenuating circumstance and proper documentation is provided, such as military orders, illness, death in the family, etc. Job requirements, planned vacations, lack of study time, etc. are not considered extenuating circumstances.

It is your responsibility to contact DPOR prior to the test date if you have not received your admission documentation. DPOR has no control over the U.S. mail.

If you do not appear for testing, you will forfeit your examination fee.

### **Environmental Distracters**

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperatures may be an unforeseen distracter. It is suggested that if you are sensitive to noise or temperature variations, you may want to bring earplugs and wear types of dress that can help you to adapt to a cooler or warmer climate in the examination room.

### **Emergency Policy**

In the event of inclement weather or another emergency, an examination may be cancelled or delayed. If cancelled, the examination will be rescheduled as soon as possible and candidates will be notified.

### **Admission Requirements**

1. You must present your admission letter and one form of identification with a photograph and your signature (i.e. drivers license, school or work identification card, or passport) in order to be admitted to the examination room.
2. The identification must be current and clearly recognizable or you may not be admitted to test.
3. Candidates are required to complete and sign the Examination Site Conduct Agreement Form prior to taking the examination.
4. It is your responsibility to be at the examination site on time. Candidates will not be permitted into the examination room after the announcements have begun. It is strongly suggested that you visit the site before the day of the exam so you are familiar with the route and the needed time.

5. There is unlimited parking in the lot across Powhite Parkway which is adjacent to the 3600 Centre Building. There are a limited number of clearly marked visitor parking spaces located in the parking lot behind the 3600 Centre Building. Note that these spaces can be used for 30 minutes or less. Candidates will not be allowed to leave the examination site during the administration of the examination to move a vehicle. There are also several handicap access parking spaces with no time limit on their use by vehicles displaying the appropriate handicapped parking access signage or license plates.

#### **Items for Use in Examination Room**

The Polygraph Examiners Examination is a closed book examination.

You should bring #2 pencils with an eraser.

Calculators are to be non-printing, battery-operated or self-powered calculators. Calculators must be quiet and must not require an electrical outlet.

Calculators that might compromise the security of the examination or the examination process are not permitted. Calculators with word-processing capability (QWERTY keyboards) are not permitted. A calculator is to be used primarily for addition, subtraction, multiplication, division, and square root calculations. The calculator, if it has the capability, may be used to obtain trigonometric and logarithmic functions in lieu of using tables. No other additional formulas or study material or information may be programmed or stored in the memory of the calculator before, during or after the examination. Examiners will

check calculators. Please take time before arriving at the examination to see that your calculator is working properly.

All items brought to the test site will be the candidate's sole responsibility. The Board and the facility will not be held responsible for any lost, misplaced and/or stolen items.

#### **Items Prohibited in Examination Room**

You may not have alcoholic beverages, electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, computers, or pagers in the examination room.

If any of the aforementioned items are found in the possession of a candidate, the Examiner will collect it until the end of the examination and a report will be written documenting the incident to the Board.

Smoking is prohibited. Wearing hats is prohibited.

You may not have pens, or highlighters.

#### **Security Guidelines**

The Commonwealth of Virginia copyrights all test questions. Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful. Removal of an examination booklet, answer sheet or other confidential material supplied to you at the test site is prohibited.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized

notes or equipment is sufficient cause for you to be expelled from the examination room. All such irregularities will be reported to the Board and may affect certification.

No visitors, guests or children are permitted in the examination room.

### **EXAMINATION CONTENT**

The Virginia Polygraph Examiners examination is a two part examination and a review of three polygraph criminal case files by the Board. The candidate will submit three complete polygraph criminal case files administered during the internship to the Board prior to the beginning of the examination. The three polygraph case files must include, but is not limited to, any and all notes regarding the case, releases, standards of practice, numerical scoring sheets, charts, and affidavit(s).

**Part I** consists of 150 multiple-choice test questions. The Content Outline is as follows:

<b>Content Area</b>	<b>Number of Questions</b>
<b>Chart Interpretation</b>	<b>22</b>
<b>History</b>	<b>8</b>
<b>Instrumentation</b>	<b>30</b>
<b>Interview/Interrogation</b>	<b>8</b>
<b>Laws, Rules and Regulations</b>	<b>15</b>
<b>Physiology</b>	<b>22</b>
<b>Psychology</b>	<b>22</b>
<b>Question Formulation</b>	<b>15</b>

### **Techniques**

8

**Part II** consists of case facts. A scenario will be given to prepare one or more test question series prior to meeting with the Board member. At the end of Part II the Board member will meet individually with the candidate for an overall evaluation.

Candidate comment forms will be available upon request in the event that you wish to comment on a particular test question. Please request a form from the proctor at the completion of your testing session.

### **Scoring and Reporting**

There is no penalty for guessing so it is to your advantage to guess if you are unsure of the correct response. Part I is scored electronically and Part II is scored by the Board or an appointed Board member. A passing score of 75 must be achieved on Part I and a Pass on Part II. Candidates must pass both Parts I and Part II in order to meet the requirements for licensure.

Examination results are confidential and will not be released over the phone.

### **References**

The examination also pertains to a common body of knowledge for the polygraph profession; thus the reference list below does not warrant or guarantee that all information is contained in these references.

Although the list may include more than one reference that covers a content area, one such reference may be enough. You may also have resources available that are not on the list but will adequately cover the content areas.

Please check [www.albris.com](http://www.albris.com) for references which you have difficulty locating.

Code of Virginia, Title 54.1, Chapter 22, §54.1-1800 to §54.1-1806.

[www.state.va.us/dpor](http://www.state.va.us/dpor)

Department of Professional and Occupational Regulation, Rules and Regulations, Polygraph Examiners Advisory Board, 18 VAC 120-30-10 to 18 VAC 120-30-280.

[www.state.va.us/dpor](http://www.state.va.us/dpor)

United States Code, Title 29 – Labor, Chapter 22 – Employee Polygraph Protection Act (EPPA)

[www.access.gpo.gov/uscode/title29.chapter22.html](http://www.access.gpo.gov/uscode/title29.chapter22.html) or

[www.polygraph.org/eppa.htm](http://www.polygraph.org/eppa.htm)

Americans With Disabilities Act,

[www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm)

American Polygraph Association By-Laws, [www.polygraph.org](http://www.polygraph.org)

*Truth and Deception*, by Fred E. Inbau and John E. Reid, 2<sup>nd</sup> edition, Williams & Wilkins Publishers.

*Criminal Interrogation and Confessions*, by Fred E. Inbau, John E Reid, Joseph P. Buckley, Brian C. Jayne 4<sup>th</sup> edition, Gaithersburg, MD: Aspen Publishers.

*Forensic Psychophysiology Using the Polygraph: Scientific True Verification-Lie Detection*, James Allan Matte, 1<sup>st</sup> edition (1996, 2<sup>nd</sup> print with corrective changes 1998) Publishers: J.A.M. Publications. ISBN: 0965579409

*Handbook of Psychophysiology*, (2000), 2<sup>nd</sup> edition by Cacioppo, John. T., Tassinari, Louis G., Bernston, Gary,

New York: Cambridge University Press. ISBN: 052162634X

Biography of Leonarde Keeler (1994): *A Method of Detecting Deception*, Polygraph, 23(2).

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Krapohl, D.J., & Sturm, S. (2002) *Terminology reference for the science of psychophysiological detection of deception*. Polygraph, 31(3).

Krapohl, D.J. and Dutton, D.W. Short Report: Normative respiration data for criminal cases 2000. Polygraph 29(4)

Swinford, J. (1999). *Manually scoring polygraph charts utilizing the seven-position numerical analysis scale at the Department of Defense Polygraph Institute*. Polygraph, 28(1)

Ansley, S. (1998). *Question formulation*. Polygraph, 27(3)

Marcy, L.P. (1977). *Fundamentals, fiction, and investigative preparation for the field polygraph examination*. Polygraph, 6(1)

Bell, B. G., Raskin, D.C., Honts, C. R., & Kircher, J.C. (1999). *The Utah Numerical Scoring System*. Polygraph, 28(1), 1-9

Diagnostic and Statistical Manual of Mental Disorder, 4th edition, Dsm-IV-

Tr. by American Psychiatric Association. ISBN: 0890420246

Bowden, J.C., 2002, *An investigator's guide to interviews and interrogations* (Workbook). Duncan, OK: APTAC Publications. ISBN: 1887172114

*Introduction to Psychology and Abnormal Psychology* textbooks

Gerrig, R. J., & Zimbardo, P. G. (2002). *Psychology and Life* (16th ed.). Boston, MA: Allyn and Bacon.

Martini, Frederic H.; Bartholomew, Edwin. *Essentials of Anatomy and Physiology*. 2<sup>nd</sup> edition. Prentice Hall, ISBN 0130821926

American Society for Testing and Materials E2229-02 Standard Practices for Interpretation of Psychophysiological Detection of Deception (Polygraph) Data. Available at [www.astm.org](http://www.astm.org).

Kircher, J.C., & Raskin, D.C. (1988). Human versus computerized evaluations of polygraph data in a laboratory setting. *Journal of Applied Psychology*, 73(2)

John E. Reid. *The Reid Technique of Interviewing and Interrogation*. (2000) Publishers: John E. Reid and Associates.

Original article was in German: "Die atmungssymptome der lüge" [The respiratory symptoms of lying] in the *Archiv fuer die Gesamte Psychologie* in 1914 by Benussi. Examiners can access the English version of the article in the journal *Polygraph* (1975) 4(1) Benussi's work is also summarized by Ansley in an historical article "Vittorio Benussi and research: Historical note" in *Polygraph* (1988) 17(3)

Physicians' Desk Reference (2005). ISBN 1563634988. 59th edition

Terminology reference for the science of psychophysiological detection of deception - Krapohl & Strum APA 1997

*Paramedic Emergency Care*, 2<sup>nd</sup> edition. Publisher: Brady

Anthony and Kolthoff. *Textbook of Anatomy and Physiology*. Publishers: St. Louis, MO: C. V. Mosby

Some of the above articles are available for printing on the DPOR Boards web site:

[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

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